



TO: All Off-Sale Licensees (Class A, Class B, Class D)

FROM: Kathie Durbin, Chief, Division of Licensure, Regulation and Education

SUBJECT: Retail Delivery (Off- Premises)

Licensees wishing to make beer and wine deliveries must obtain a letter of authorization from the Board of License Commissioners. **This memorandum shall act as the letter of authorization from the Board.** Please be advised that any delivery made by your facility must be within the boundaries of Montgomery County, and must be in accordance with Chapter 5, Section 5.9, Retail Delivery (off-premises), of the Rules and Regulations of the Board of License Commissioners. Attached is an "Off-Premises Delivery Written Certification".

Section 5.9- Retail Delivery (off-premises)

- (a) The licensee's agent making the delivery shall be twenty-one years old; or eighteen (18) years of age and accompanied by a supervisor who is at least 21 years old and shall only deliver the alcoholic beverage to an individual who is twenty-one (21) years of age, or older, upon presentation of a valid identification showing the individual's photograph and date of birth.
- (b) The person taking possession of the alcoholic beverages must sign a written certification as set forth in Article 2B of the Annotated Code of Maryland, Section 12-109, detailing the valid form of identification presented to the licensee's agent.
- (c) The licensee shall retain all written certification for at least one (1) year.
- (d) The certification shall be available for inspection on the licensed premises during regular business hours by an authorized representative of the Board of License Commissioners.
- (e) The licensee shall obtain a letter of authorization from the Board of License Commissioners to make deliveries.
- (f) The licensees are prohibited from contracting out to an independent delivery or courier service for the off-premises delivery of alcoholic beverages.

Attachment

OFF-PREMISES DELIVERY WRITTEN CERTIFICATION

The Board of License Commissioners for Montgomery County requires that anyone purchasing alcoholic beverages off-premises must be twenty-one (21) years of age or older, and show proof of age, regardless of age. In order to comply with this rule, we ask that you please complete the section below.

**I DECLARE THAT I AM THE LEGAL AGE TO PURCHASE FERMENTED
MALT BEVERAGES OR INTOXICATING LIQUOR, AND THAT I AM
SUBJECT TO ARREST AND PROSECUTION FOR
MISREPRESENTING MY AGE.**

TO BE COMPLETED BY PURCHASER

Print Full Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

TO BE COMPLETED BY SELLER/LICENSEE

IDENTIFICATION SHOWN:

Drivers License #: _____

MVA ID Card #: _____

Valid Passport #: _____ Military ID Card #: _____

Alien Registration Card #: _____

DESCRIPTION OF PURCHASER:

Height: _____ Weight: _____ Hair: _____

Color of Eyes: _____ Other features: _____

SELLER'S SIGNATURE: _____

DATE: _____ TIME OF SALE: _____

**TO BE FILED WITH THE LICENSEE AND KEPT ON THE LICENSED
PREMISES FOR ONE (1) YEAR**